



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-26

6 June 2009

Distribution of Notification of Personnel Action, Standard Form 50s

1. References: Privacy Act of 1974 as amended, TAG Policy Memorandum 07-03, Protection of Sensitive Data; CAJS Memorandum dated 30 March 2007, Policy on the Protection of Sensitive Information on California State Military Department, State, and Federal Information Systems, and TAAI 09-25.

2. A Notification of Personnel Action, Standard Form 50 (SF-50) contains Personally Identifiable Information (PII) and is protected under the Privacy Act of 1974. Envelopes containing this information could be accessed by unauthorized persons and possibly result in identity theft.

3. The HRO will phase out sending SF-50s to members with an effective date of 19 July 2009. Two exceptions to the discontinuation of mailing SF-50s include new appointments and separations. Reasons for these exceptions are due to:

- a. more information is sent out with the appointment and separation packages than just the SF-50;
- b. new members will not be aware of MyBiz;
- c. separated employees will not be able to access MyBiz; and
- d. separation documents are sent to the member's home of record.

4. Any questions concerning the above process change may be directed to MSgt Howard Bentley at CAGNET 6-3636, DSN 466-3636, commercial (916) 854-3636, or email howard.f.bentley@us.army.mil or to Ms. Barbara Chiodo at CAGNET 6-3411, DSN 466-3411, commercial (916) 854-3411, or email Barbara.chiodo@us.army.mil or.


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